

# NEWTON RETIREMENT BOARD

## Job Posting

**Position Title:** Director

**Location:** Retirement Office, Newton City Hall  
1000 Commonwealth Ave, #B05, Newton Centre, MA 02459

**Date of Notice:** November 1, 2021

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### **Position Responsibilities:**

The Director is responsible for the daily administration of the Newton Retirement System, a municipal retirement system with assets of approximately \$500 million and membership of approximately 3,500 active, inactive and retired members. The Director will independently manage and supervise a municipal agency involved with a high volume of transactions. Excellent communication, accounting and organizational skills are required. Must have the ability to train and supervise personnel.

The Director will also maintain a thorough knowledge of Massachusetts General Law Chapter 32 public pension law, regulations of the Public Employee Retirement Administration Commission (PERAC), and Federal and State regulations including the Division of Administrative Law Appeals (DALA), the Contributory Retirement Appeal Board (CRAB), the Internal Revenue Service (IRS) and Department of Revenue (DOR) as they may relate to Chapter 32 retirement benefits.

### **Qualifications:**

A successful candidate must possess excellent oral and written communication skills to effectively explain retirement law complexities and strategies to the retirement system membership and to interact with the system's actuary and other financial institutions to assure the accuracy of the system's financial reporting. An understanding of accounting practices is required to record investment and member transactions. Must have the ability to conduct retirement board meetings and present various matters concisely and accurately to the members of the Board.

Candidate should possess a bachelor's degree in accounting or business-related discipline and experience working in a M.G.L. Chapter 32 public retirement system. Must possess knowledge of general business and accounting principles and practices. Knowledge of and experience with PTG (retirement software) and MUNIS software is preferred. Must be proficient in the use of Microsoft Office applications.

### **WORKING CONDITIONS/PHYSICAL DEMANDS**

- Sit for long periods of time.
- Use hands to finger, handle, or feel.
- Frequently reach with hands and arms.
- Occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision and ability to adjust and focus.

**Anticipated Date of Hire:** February 2022

**Complete job description can be viewed at:** [www.newtonma.gov/retire](http://www.newtonma.gov/retire)

**Salary Range:** \$110,000 - \$125,000 Commensurate with experience.

**Office Hours:** Monday through Friday, 8:30 a.m. – 5:00 p.m.

**Benefits:**

- City Retirement (Mandatory)
- Deferred 457 Plan (Optional)
- Health/Life/Dental Insurance
- Flexible Spending Account
- Non-Union Position

**To apply for this position, please submit via email to [kbyrne@newtonma.gov](mailto:kbyrne@newtonma.gov) a letter of interest, resume and (3) references by 4:00 p.m. on 12/10/21. *\*Confirmation of email receipt will be sent.***

**840 CMR 1.03: Prohibition Against Certain Persons Holding Certain Positions**

No individual who has been convicted of robbery, bribery, extortion, embezzlement, fraud, grand larceny, burglary, arson, a felony violation of state or federal law defined in Section 102(a) of the Comprehensive Drug Abuse Prevention and Control Act of 1970, murder, rape, kidnapping, perjury, assault with intent to kill, any crime described in Section 9(a)(1) of the Investment Company Act of 1940 (15 U.S.C. 80a-9(a)(1)), a violation of Section 302 of the Labor-Management Relations Act, 1947 (29 U.S.C. 186), a violation of Chapter 63 of Title 18, United States Code, a violation of Section 874, 1027, 1503, 1505, 1506, 1510, 1951, or 1954 of Title 18 United States Code, a violation of the Labor-Management Reporting and Disclosure Act of 1959 (29 U.S.C. 401), any felony involving abuse or misuse of such person's position or employment in a labor organization or employee benefit plan to seek or obtain an illegal gain at the expense of the members of the labor organization or the beneficiaries of the employee benefit plan, or conspiracy to commit any such crimes, or a crime in which any of the foregoing is an element or has been found by the Commission or any court to have violated his/her fiduciary duty or has been found by the Ethics Commission or any court to have violated M.G.L. c. 268A, shall serve or be permitted to serve:

- (1) As a member, administrator, fiduciary, officer, trustee, custodian, counsel, agent, employee or representative in any capacity of a board.
- (2) As a consultant, manager or provider of goods or services to a board.
- (3) In any capacity that involves decision making authority or custody or control of the monies, funds, assets or property of any system.

**Position will remain open until filled.**

**The Newton Retirement Board is an equal opportunity employer.**